

ANNUAL REPORT 2020



ANNUAL GENERAL MEETING

Dayspring Community (WA) Incorporated

30 MAY 2021



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AGENDA

Annual General Meeting
to be held Sunday 30 May, 2021 3pm
at The Noranda Uniting Church

- 1. Acknowledgement and Welcome to Country**
- 2. Welcome & Greetings – 20th Anniversary Year**
- 3. Apologies**
- 4. Acceptance of the Minutes of the Previous Annual General Meeting dated 26th July 2020**
- 5. Reports**
 - a. Chairperson’s Report
 - b. Dean of Studies Report
 - c. Librarian’s Report
 - d. Events Coordinator’s Report
 - e. Dayspring Southwest Report
 - f. Treasurer’s Report – incl Budget for 2020
- 6. Decisions Arising from the Reports**
 - a. Appointment of Independent Examiner
 - b. Vote of thanks to Ian Mansfield
 - c. Approval of the Budget 2021
- 7. Acceptance of Annual Reports**
- 8. Election of Guiding Committee Office Holders**
- 9. Election of Guiding Committee Ordinary Members**
- 10. Resolutions**
 - a. Special Resolution re Membership process
 - b. Ordinary Resolution re By Laws
- 11. Introduction & Appointment of Anam Cara to Guiding Committee**
- 12. Closing Celebration at Dayspring Centre Dianella – video**
- 13. Reflection – the Rev’d Dennis Ryle**
- 14. Any Other Business**
- 15. Meeting Close**

MINUTES

Annual General Meeting
held Sunday 26th July 2020
at St Peter & Emmaus Community Church

1. **Welcome and Introductions**

2. **Attendees:** John Clapton, Jenelle Pike, Toni Pike, Patricia Stitt, Sandy Clifton, Joy Brann, Paul Cannon, Lyn Cannon, Brian Holliday, Glenis Holliday, Abigail Lewis, Maureen Lissiman, Bernie McKenna, Wendy Morrison, Beth Robertson, Dennis Ryle, Sue Wilkins, Margaret Beach.

Apologies

Brian Stitt, Julie Smout, Wendy Gilbert, Jeff Sturman, Cathy Lambert, Sarah Brown, Noel Giblett, Cheryl Meta, Tom Morrison, Robin Tapper, Ann Zevis.

In the absence of our Chairperson, Paul Cannon was invited by the meeting to be Acting Chair.

3. **Acceptance of the Minutes of the Previous Annual General Meeting dated 19 March 2019**

Proposed Resolution: That the Minutes of the previous AGM be accepted.

Moved: Abbie Lewis

Seconded: Patricia Stitt

RESOLVED

4. **Chairperson's Report**

Wendy Gilbert spoke to her report, thanking the other members of the Guiding Committee for their friendship, guidance and support.

5. **Dean of Studies' Report**

Beth Robertson added verbally at the meeting the excitement felt by those developing the Master of Spiritual Direction through the World University. This has given the Masters programme accreditation at university level. Next week the team will hear if Ross Woods has regained his RTO status after a 2 year process with the government. The Graduate Diploma programme's accreditation with the VET sector awaits this decision.

6. **Librarian's Report**

See written Report – Brian Holliday

7. **Events Coordinator Report**

See written report – Jenelle Pike

8. **Dayspring South West Chapter Report**

See written report – Paul Cannon

7. Intentional community. There will be a streamlining of other things to be intentional. There was acknowledgment and thanks offered in particular to Bernie for his expertise and work in preparing the documents.

Proposed Resolution: That the Strategic Plan be given the assent of Members

Moved: Denis Ryall

Seconded: John Clapton

RESOLVED

15. Special Resolution to Amend the Objects of the Association

Moved that all the words of s2 (1) of the Dayspring Community (WA) Inc. Constitution of 2018:-

~~The Objects of the Association are:~~

- ~~I. To nourish engagement with the presence of God in our individual daily lives.~~
- ~~II. To foster and develop a contemplative community available to all members near and far.~~
- ~~III. To provide Christian education in contemplative spirituality by such means as courses, workshops, retreats and seminars and offering training and offering supervision to spiritual directors.~~
- ~~IV. To make available skilled Christian spiritual directors.~~
- ~~V. To foster interest in the use and support of the Association by other churches and the general community.~~
- ~~VI. To co-operate with other agencies working in associated areas.~~

~~Our Vision~~

~~People encountering transformative and renewing experiences of God through contemplative spirituality~~

~~Our identity~~

~~An open community offering safe and sacred spaces for nurturing the journey towards wholeness in God~~

~~Our Mission~~

~~Offer a welcoming community engaging with others in a contemplative lifestyle of prayer, wholeness, learning and growth~~

~~Our core values~~

~~To live an authentic Christ-centred life of openness, hospitality, compassion and freedom~~

be deleted and replaced with the following words:-

The Objects of the Association are:

- I. Individually, to engage with the presence of God in our daily lives
- II. To nurture and affirm people in their quest to discover and engage with the presence of God in their daily lives.
- III. To provide Christ-centred educational opportunities to explore contemplative spirituality by such means as courses, workshops, seminars and retreats.
- IV. To provide formal training and supervision in the practice of Spiritual Direction
- V. To promote the benefits of Spiritual Direction and to ensure its availability for those seeking a spiritual companion to support them in their journey with the Spirit.
- VI. Across Western Australia and beyond, to support and encourage those who wish to promote contemplative spirituality, (for example, within their churches, schools, workplaces, or study groups etc),

VII. To actively seek out like minded organisations willing to promote Contemplative Spirituality and the overall Dayspring objectives.

Moved: John Clapton

Seconded: Bernie McKenna

RESOLVED

16. **Other Business**

1. Beth's Graduate Diploma has transitioned to a MA of Spiritual Direction programme with World University. 3 staff will be Brian Holliday, Cathy Lambert and Beth Robertson. Has been 20 years in the making.

2. Thankyou offered to retiring members of the Guiding Committee.

Flowers and gift to:

- a) Bernie McKenna as retiring secretary. Thanks for his expertise.
- b) Wendy Gilbert retiring Chairperson thanks for grace and wisdom for chairing and representing the committee to others very well.

3. Vote of thanks from the floor - Abby Lewis to the Guiding Committee for work done over past challenging year and for work of Beth in the sustaining and development of the Dayspring training programme .

17. **Meeting Close**

There being no further business, the meeting closed at 5.15pm.

Minute Taker: Glenis Holliday

Signed:

Name: Paul Cannon (Acting Chair)

Date:



REPORTS

Chairperson's Report

Welcome to the Dayspring 2021 Annual General Meeting and this review of 2020. After a significant and memorable year, both for our society and our community, we join together to celebrate a new phase in the Dayspring journey. The upcoming year will mark the 20th anniversary of the founding of Dayspring.

The Chairperson's report of 2018 AGM flagged a possible move from the original Dayspring home at Dianella Church of Christ. During the intervening years, the Guiding Committee has been in discernment about how and where such a move might eventuate. In November 2020, the Dayspring community gathered for a community



consultation meeting to consider a proposed relocation to new premises at St. Peter and Emmaus Church in Joondanna. With an overwhelming affirmation of the proposal, a new stage in the Dayspring journey began. As an ecumenical community, it is appropriate that Dayspring's new location is in a joint Anglican and Uniting Church community that has a strong ecumenical presence. We have very much appreciated the warm welcome extended to Dayspring by the people of the church and, in particular, their willingness to offer a dedicated space for the relocation of the Dayspring library.

During our Farewell Celebration in January 2021, two of our founders, the Rev'd Brian Stitt, and the Rev'd Dr Jennifer Turner, reminisced about Dayspring's beginnings. We were reminded of the text Jennifer used in her address at the launch of the venture; Matthew 14:29 where Peter is called to step out of the boat in faith, focusing on his forward journey with Jesus. At the time, in 2001, it was a radical and bold move to establish an independent ecumenical community dedicated to offering contemplative spirituality. Dayspring stepped out of the comfortable embrace of a traditional, congregational context and into an unknown future of independence. As we all took time to look back and appreciate what Dayspring has achieved, the same theme was revisited – a bold step to relocate our physical premises and embrace a new approach to the Dayspring work that will begin the next 20 years of the faith journey.

Emerging from this process of discernment was a vision of Dayspring as a pilgrim community and an inclusive community - moving from a fixed location, where activities called people to gather and share, to a variety of locations around the Perth while maintaining a home presence in Joondanna. Dayspring has also embraced the Covid-19 reality to offering our programs online where appropriate.



Thanks

The year began with the resignation of the Chairperson of the Guiding Committee due to a change in personal circumstances. I would like to offer our thanks to the Rev'd Wendy Gilbert for her commitment to the work of Dayspring over the past few years. We also saw Bernie McKenna depart from the Guiding Committee last year after he had guided us through a very significant planning process. We thank him again and wish him well as he recovers from serious illness.

At this AGM we will be saying farewell with many thanks to Lyn and the Rev'd Paul Cannon who have been on the Guiding Committee since 2017. While Lyn and Paul have stepped back from the Guiding Committee, they will continue to be part of the Dayspring South West steering group. We are losing some significant wise guides from our committee and I truly appreciate their contribution during their time on the committee.



As in previous years, there are many people to thank for their work in presenting and hosting various activities throughout the year. A special thanks to John Clapton for his amazing work as Treasurer and web-email manager; Glenis Holliday as an extremely efficient Secretary; and committee members Jenelle Pike, Dennis Ryle, Sue Wilkins, Toni Pike. Each of these committee members have indicated their willingness to continue in their roles.

Thanks should also be offered to the many people who conducted Dayspring events during 2020. Despite the limitations of the early Lockdown with the restrictions of gatherings, we managed to maintain a steady stream of events either using on-line tele video when necessary and face to face. Weekly meditation continued despite the lockdown, Quiet Days were held online and later face to face, and our New Norcia Retreat was fully subscribed.

Plans for 2021

In anticipating this change and in wanting to acknowledge our 20th anniversary in an appropriate way, the Guiding Committee is delighted to announce the ***Inaugural Stitt Oration*** as our significant marker for the year. It is proposed that this will be an annual event, where a notable speaker will offer some food for thought around themes relevant to the contemplative journey. The initial lecture on Sunday September 26th will be given by Abbot John of the New Norcia Benedictine Community – “*Facing Turning Points in Time as a Contemplative*”. Please note this in your diary and join us for this occasion.

The Guiding Committee has also instituted a new position in the Dayspring community. Spiritual accompaniment is a core part of our community work. It is, therefore, appropriate that the Guiding Committee should also be ministered to by a ***spiritual companion***, a wise guide who will hold the committee to its prayer and discernment. We are delighted that the Rev'd Dr Brian Holliday has accepted this role. You will see the attached description of the role in the AGM documentation.

The Dayspring Coursework continued to offer training in spiritual direction with a new group commencing in February 2020. It was also the beginning of Dayspring coursework's association with Worldwide University Inc. to offer a ***Master of Arts (Spiritual Direction)*** as well as our traditional ***Graduate Diploma in Spiritual Direction***. More on this in the Coursework Report attached to these documents.

Governance

A final word on the establishment of the Dayspring By-Laws. Our Rules of Association, under the Incorporations Act, along with some ad hoc Policies and Procedures, have steered us over the past 20 years. Going forward, the Committee is now proposing a more comprehensive set of policy guidelines to direct the way we run our community. These By-Laws supplement, but do not contradict, the Rules of Association and deal specifically with the operational aspects of Governance and Administration for the Guiding Committee. The By-Laws should be read in consultation with the Rules of Association and our policy document Caring for our People. They can be amended or added to or repealed at any time by an Ordinary Resolution at a General Meeting of the Association. Please take time to read this document – it is presented to the Annual General Meeting for ratification.

To return to the theme of Peter’s experience of stepping out of the boat, we look forward to a new chapter for Dayspring, trusting in faith that the work we have toiled at for 20 years is being allured into a new reality – a commitment to bringing people into a new awareness of the richness of deepening their relationship with God.

Dr Beth Robertson

Chairperson

Coursework Report

Once again, we have endured a rather tumultuous season in the *Dayspring* coursework. Our ongoing struggle with accreditation procedures alongside the challenges of the Covid-19 have kept us on our toes. Thankfully, the team has found ways to negotiate each challenge with grace and generosity, for which I am truly grateful. Their gracious acceptance of the unpredictable events and their willingness to continue following our passion for excellence has been a great testimony to the belief we have all invested in this program.

There are currently two groups engaged in training.

Participants: 2020-21 Intake

June Ashe
Ross Jones (MA)
Emma McIntyre (MA)
Greg Navarro
Jenelle Pike (MA)
Sue Somerville
Suthida Westwood

Participants: 2021-22 Intake

Siowyee Lee
Natalie Ross
Sue Vernon
Vicki Webb (MA)
Adrienne Inch (MA Upgrade)

Dayspring's reaccreditation with VET has been in abeyance awaiting the outcome of the ACAS re-registration as an RTO. The outcome of this Tribunal process was delivered on May 20 with a positive outcome for ACAS. *Dayspring* is now in a position to reconsider if a vocational education certificate is suitable going forward.

A major shift occurred with our accreditation liaison with the registration of Worldwide University Inc. This US registered tertiary facility provides *Dayspring* coursework the opportunity to engage in a Masters program, as well as a *Graduate Diploma in Spiritual Direction*. It was encouraging to have our initial 3 candidates for the *Master of Arts (Spiritual Direction)* qualification enrolled in 2020. The program is a coursework/ research hybrid, engaging students in a 25,000-word research thesis.

Covid-19 has created some difficult situations for educational courses generally – spiritual direction training programs rely on interpersonal engagement for most interactions, so asking people to continue with the course as an online version did create some issues. We have successfully continued to offer residential materials online for our overseas students – one in Thailand and one in Vietnam – but look forward to having in-person attendees once again in the near future. The staff have continued to meet and teach using video conferencing as necessary, with some adjustment to our technical capabilities.

My sincere thanks to our staff -Cathie Lambert, Brian Holliday, John Auer and Paul Cannon -who continue to offer quality presentations in their areas of expertise. Cathie has taken on the greater part of administration of the course for which I'm truly grateful. It would be my intention to step back gradually and continue largely in a support roll sometime soon. The support of such quality people during the past two years has been pivotal to us weathering the dual storms of re-accreditation and Covid-19. I am truly grateful for all their efforts.

Dr Beth Robertson

Dean of Studies

Librarian's Report

Well, what a year it has been! At the AGM last year, the library was closed due to the pandemic. Since then the library has opened again, though it has needed to occasionally shut again due to pandemic restrictions. But the big event was the relocating of the library from Living Grace to St Peters and Emmaus. This all happened in the Christmas break, and I am very grateful for the organizing skills of Beth Robertson. I am also grateful to the team who helped pack up the library's books: Beth Robertson, Sarah Brown, Toni Pike, Glenis Holliday, and Jenelle Pike. It was a combined effort requiring some stamina! Thank you to Sue Wilkins who generously loaned us about 60 packing boxes, which were just enough for the move. Thanks as well to Jeremy Robertson who helped put up the bookcases in their new location and fixed them to the walls. You all made the move so much easier and provided cheerful company amidst the transition.



So in between the occasional lockdown we settled in and unpacked the books. Thankfully, due to the team effort and some helpful suggestions from Noel Giblett, most of the books came out of the boxes in the right order! The members and staff of St Peters and Emmaus have been very welcoming, new armchairs chairs have been purchased, and gradually the Dayspring library has become, once again, a functioning library. It feels like it is settled in its new home!

Thank you to all those who have continued to generously loaned or donated books this year. Thank you to the Guiding Committee who have always been open to requests for the library and thank you all for your ongoing support and interest in the *Dayspring* library.

Dr Brian Holliday

Librarian

Events Coordinator Report

2020 Events – Attendance

<i>Date</i>	<i>Event</i>	<i>Attendance</i>
Lent	Inner Peace in Divine Love <i>Disrupted by COVID</i>	8
Throughout	The Universal Christ	9
7 March	Mandala Workshop	5
Various	Care of the Soul	various
5 April	Palm Sunday Retreat	7
8 August	Enneagram	9
18-20 September	New Norcia Retreat – John Clapton	9
31 October	Praying with the Enneagram	14

Thank you to all our community for your continued support of Dayspring events and for your ongoing prayer. Although an interrupted year, 2020 still held many blessings and times of great sharing. Flexibility and creativity were needed to persevere through covid lockdowns, and we were grateful to see that in abundance. A big thank you must be given to all our presenters who continued to offer their gifts and expertise with such grace and generosity. Your support of Dayspring and ability to adapt held Dayspring through a challenging year. So, thank you Sandy Clifton, Cathie Lambert, John Clapton, Toni Pike, Dennis Ryle, and Glenis Holliday.

It was encouraging to see so many of our community join us on Zoom. Being able to continue to connect as a community proved to be very life giving to Dayspring. There were the usual hurdles that come with the use of technologies, yet we were pleased to see so many people have a go with us in this new endeavour.

HIGHLIGHTS FOR 2020 included:

- Collaboration with Perth Christian Life Community in running a 5-week retreat in Ignatius living called Inner Peace in Divine Love. Great thanks to Chiara and Chris from CLC! We were amazed to see this group continue online and appreciated everyone's ability to smoothly transition from face to face to Zoom halfway through their program.
- Our Twilight Retreat, *The Rocks Cry Out*, was run by Cathie Lambert via Zoom. We were amazed at the quality of this online retreat and the connection we were still able to enjoy. Cathie's Zoom skills deserved an award!
- Two Enneagram workshops were run by Dennis Ryle over the year. Both were highly praised by participants as we explored our unique personalities and how we relate to the world, each other, and God. Dennis' expertise in this area continues to bless us.
- Care of the soul 101 ran as an introduction to contemplative practices. John Clapton led these multiple sessions throughout the year as well as our New Norcia Retreat, *Praying with the Icons*, and *Welcoming the Sabbath*. John's versatility and expanse of knowledge was appreciated and blessed all who participated. We look forward to running *Care of the Soul* and *Welcoming the Sabbath* again in 2021.

Thank you Companions for your commitment to our community. A few events were cancelled or rescheduled due to Covid yet with the blessings of hindsight we can see how your patience and support held us through the uncertain times. We give thanks to God for another year we have been able to share in community with each other, to learn more and enjoy the love of God and to grow in our understanding and our contemplative journey.

Go in peace, the Lord is with you.
Go in peace, the Lord is within you.
Go in peace, for wherever you go
The Lord is already there to greet you.
Go in peace, the Lord is with you.

Blessings,

Jenelle Pike

**Deputy-Chairperson, Guiding Committee
Events**

Dayspring SW Report

Chapter Committee

We continue to meet every second month some face to face and some via Zoom depending on everyone's availability. The committee consists of:

Lyn Cannon (Bunbury)
Cathie Lambert (Margaret River)
Deborah Robertson (Bunbury)
Simon Holthouse (Harvey)
Paul Cannon (Bunbury)

Dayspring South West Events

Sanctus: Sanctus (Sacred Space) is an ecumenical service (using the Dayspring Prayer Book) focusing on a brief Lectio segment as part of the content. They are held on the Fourth Sunday evenings during school term. We missed several last year due to COVID restrictions so three have been held with an average of six people attending.

Quiet Days: Quiet Days begin with Christian Meditation and Morning Prayer, morning tea, followed by a one and a half hour Lectio segment finishing with prayer (no Eucharist due to COVID this last year). A labyrinth is available and several prayer or reflection spaces. These are held on the first Tuesday of the month during school term. Five of these have been held with an average of 10 attending.

Living in Community a day with St Benedict and his Rule - Simon Holthouse presented this retreat day at his property in Harvey on 19th September 2020 with 9 in attendance. A very inspiring day was had by all.

Poetry as Spiritual Practice - Paul Cannon delivered this workshop in Bunbury on 31st October 2020 with 7 attending – the feedback was very positive.

The Beguine Retreat Day – Cathie Lambert delivered this retreat day in Margaret River on 1st May 2021 – there were 16 in attendance and there was positive feedback from those who attended.

Planned future events:-

- **Myers-Brigg and Prayer** - Deborah Robertson is scheduled to present this workshop at Kojanup in June 2021.
- **Praying with Icons** - John Clapton is scheduled to present this workshop in July 2021.
- **Living in Community a day with St Benedict and his Rule** - Simon Holthouse is scheduled to present this retreat day in Harvey in August 2021.
- **Lectio Terrestia/Sand Meditation** – Paul Cannon, Simon Holthouse and Cathie Lambert are scheduled to present this day on the Cape-to-Cape Walk/Beach in September 2021
- **Drawing as Spiritual Practice** – Sue Kaleb will be presenting this morning workshop in Bunbury in October 2021.

COVID has affected the delivery of some of our planned events during the past year but we are getting back on track for this year and looking forward to a more “normal” year ahead.

Thank you all those who have given of their time and gifts to bring such a wonderful variety of events in the past year and for the spiritually inspiring experiences that this has brought to our South West community.

Paul & Lyn Cannon

SW Convenors

Financial Reports

What a shock it was for us all when we had to close down the Dayspring Office at around Easter time in 2020 suspending our Dayspring events for nearly three months. Without realizing it we had been preparing for this by taking steps to move our office filing systems off the desktop computer and into the so-called 'cloud' so that your officeholders could continue to access Dayspring's business files from their home computers. This made our transition to off-site operation possible.

The Board of Living Grace cancelled our monthly rental obligations for the three months April – June and towards the end of that time we negotiated an agreement to reduce the monthly payments for the rest of the year by 50% in recognition of the difficulties we were having conducting events. The effect of this was that for the whole of 2020, our outgoings for rent of our spaces at the Dayspring Centre was half what we anticipated for the whole year - \$6,930. Without this generosity, our General Account's activities would have reported a deficit result for the year.

The Coursework activities were able to generate a surplus of \$13,252 which was carried over into 2021, some of which is set aside for expenses in that new year and some of which is an Administration dividend to the General Account. So, despite the difficulties we were faced with in 2020, we have had a satisfactory result for the year.

BUDGET 2020

The discount we received in our rental expenses in 2020 made it abundantly clear that we needed to consider new ways of approaching the rental of facilities to enable Dayspring Activities to continue to be viable. As a result, a decision was made to find new premises for the fixed rental cost for our Library and Coursework program and some minor weekly Dayspring events.

As a result, our budget for venue costs is less than half what it was last year and comprises Fixed Venue Costs – for the Library and informal spaces at St Peter & Emmaus Community Church – and Variable Venue Costs – for the actual hours of use of many and various venues for our Dayspring Events.

The Coursework program is augmented for 2021 by the addition of a second group and others upgrading their GDSD qualification to an MA(SD) under the Worldwide University.

INDEPENDENT FINANCIAL REVIEW

You can see over the page that the Balance Sheet and Profit and Loss Statements presented to you at this meeting have been reviewed and the view expressed that "the records have been kept in a proper manner ... [and provide] a true reflection of the Dayspring Community (WA) Inc. accounts as at 31 December 2020". I propose that we thank our reviewer, Mr Ian Mansfield, in the usual manner for his honorary work and inform you that he is willing to undertake this duty again for us next year.

John Clapton

Treasurer

Dayspring Consolidated Accounts

2020

Financial statement 1 January to 30 December

Income	Actual	Budget	Expenditure	Actual	Budget
Bank Interest	\$ 292.39	\$ 300.00	Office Expenses	\$ 2,316.52	\$ 5,000.00
Term Deposit transfer	\$ -	\$ 900.00	Merchandise	\$ -	\$ 500.00
Donations	\$ 3,215.00	\$ 765.00	Rent & Utilities	\$ 6,930.00	\$ 13,860.00
Membership	\$ 4,990.50	\$ 7,840.00	Loan Repayment	\$ 900.00	\$ 900.00
Miscellaneous	\$ 450.07	\$ 700.00	Staff & Volunteers	\$ 497.65	\$ 500.00
Merchandise	\$ 161.00	\$ 760.00	Spiritual Direction	\$ 55.00	\$ 2,500.00
Facility Use - Rent	\$ 254.10	\$ 895.00	Day Events	\$ 200.00	\$ 3,850.00
Spiritual Direction	\$ 3,090.00	\$ 5,760.00	Weekend Events	\$ 2,465.74	\$ 4,200.00
External Workshops	\$ -	\$ -	External Workshops	\$ -	\$ -
Day Events	\$ 3,197.48	\$ 10,055.00	Miscellaneous	\$ -	\$ 100.00
Weekend Events	\$ 3,415.00	\$ 6,300.00			
Transfers from Courses		\$ 4,000.00			
Sub-total General Account		\$ 19,065.54	Sub-total General Account		\$ 13,364.91
GSDS			GSDS		
Bank Interest	\$ 5.72	\$ 30.00	External Agency Fees	\$ -	\$ 5,100.00
Course Fees	\$ 39,776.09	\$ 50,000.00	Presenters	\$ 14,612.79	\$ 13,200.00
Donations	\$ -		Venue Costs	\$ 5,804.34	\$ 7,300.00
			Catering/Materials	\$ 4,025.62	\$ 4,000.00
			Postage / Advertising / Materials	\$ 1,302.82	\$ 275.00
			PD / Books	\$ 783.50	\$ -
			Dayspring General Account	\$ -	\$ 4,000.00
			Miscellaneous	\$ 0.40	\$ 500.00
Sub-total GSDS		\$ 39,781.81	Sub-total GSDS		\$ 26,529.47
Dayspring SW			Dayspring SW		
General Events	\$ -	\$ -	Venue Hire	\$ 140.00	\$ 440.00
Day Workshops	\$ 180.00	\$ 2,500.00	Presenter Fees	\$ -	\$ 950.00
Sub-total Dayspring SW		\$ 180.00	Sub-total Dayspring SW		\$ 140.00
Total Income	\$ 59,027.35	\$ 149,832	Total Expenditure	\$ 40,034.38	\$ 107,209

Opening Balance	\$ 36,097.14
Closing Balance	\$ 55,090.11

Cash Result - General Account	\$ 5,700.63
Cash Result - GSDS	\$ 13,252.34
Cash Result - Dayspring SW	\$ 40.00
	\$ 18,992.97

Balance Sheet

Assets	
Bendigo Bank General	\$ 16,129.22
Bendigo Bank GSDS	\$ 18,183.39
Bendigo Bank Term Deposit	\$ 20,600.00
Petty Cash MasterCard	\$ 177.50
Total Bank Accounts	\$ 55,090.11
Liabilities	
Interest free loan	\$ 21,500.00
Net Assets 2019	\$ 14,597.14
Net Assets December 2020	\$ 33,590.11
Net surplus/deficit	\$ 18,992.97

Enterprise (profit/loss)

Spiritual Direction	\$ 3,035.00
Merchandise	\$ 161.00
Day Events	\$ 2,997.48
Weekend Events	\$ 949.26
External Workshops	\$ -
TOTAL	\$ 7,142.74

2021 Budget with Actuals 2020

Income	Budget 2021	Actuals 2020	Expenditure	Budget 2021	Actuals 2020
Bank Interest	\$ 275.00	\$ 292.39	Office Expenses	\$ 4,400.00	\$ 2,419.88
Sale of Assets	\$ 2,000.00	\$ -	20th Anniversary Expenses	\$ 5,000.00	\$ -
Donations	\$ 1,765.00	\$ 3,215.00	Merchandise	\$ 250.00	\$ -
Memberships	\$ 4,370.00	\$ 4,990.50	Venue Costs	\$ 5,500.00	\$ 6,930.00
Miscellaneous	\$ 250.00	\$ 450.07	Loan Repayment	\$ 900.00	\$ 900.00
Merchandise	\$ 375.00	\$ 161.00	Staff & Volunteers	\$ 500.00	\$ 497.65
Facilities Use - Rent/Donate	\$ 200.00	\$ 254.10	Spiritual Direction	\$ 3,750.00	\$ 55.00
Spiritual Direction	\$ 4,570.00	\$ 3,090.00	Day Events	\$ 1,900.00	\$ 200.00
External Workshops	\$ 1,200.00	\$ -	Weekend Events	\$ 4,380.00	\$ 2,465.74
Day Events	\$ 7,390.00	\$ 3,197.48	External Workshops	\$ 400.00	\$ -
Weekend Events	\$ 8,320.00	\$ 3,415.00	Miscellaneous	\$ 100.00	\$ -
Coursework Transfers	\$ 11,000.00	\$ 4,000.00	Coursework Expenditure	\$ 60,600.00	\$ 26,529.47
Coursework Income	\$ 72,240.00	\$ 39,781.81	Coursework Transfers	\$ 11,000.00	\$ 4,000.00
Dayspring SW	\$ 2,165.00	\$ 180.00	Dayspring SW	\$ 1,440.00	\$ 140.00
Total Income	\$ 116,120.00	\$ 63,027.35	Total Expenditure	\$ 100,120.00	\$ 44,137.74

\$ 16,000.00

I G MANSFIELD & ASSOCIATES

12 May, 2021

TO THE MEMBERS OF Dayspring Community (WA) Inc

I have completed and examined the Balance Sheet and Profit and Loss Statement for the Dayspring Community (WA) Inc. account for the Year Ended 31 December 2020.

I have obtained such information and explanation as required and subject to:

- 1) That it is only possible in audits such as this to accept the income at its point of entry into the Dayspring Community (WA) Inc. records, therefore I can not offer any opinion as to the correctness of this.

The records have been kept in a proper manner and the accounts as presented reflect a true reflection of the Dayspring Community (WA) Inc. account as at the 31 December 2020.



I G Mansfield AICM

Principal.

12 May 2021.

4 BARNSBURY ROAD
WARWICK WA 6024
TEL:08 9447 5507 MOB: 0413 620 746
E-MAIL: imann3@bigpond.com



RESOLUTIONS

Special Resolution

OBJECTS OF THE ASSOCIATION

The Guiding Committee has agreed to put the following Special Resolution to amend the Rules of Association for Dayspring for consideration by the Members. To pass, this Resolution needs the support of 75% of the members present and voting.

The Proposed Special Resolution:

Moved that we amend clause 7 (2) of the Rules of Association from this

(2) A person who wishes to become a member must –

- i. apply for membership to the Committee writing, preferably using the Association's Application Form, and being nominated by an existing Member.*
- ii. have the Application Form signed by both the Nominator and the Applicant.*

to this

(2) A person who wishes to become a member must apply for membership to the Committee in writing, preferably using the Association's Application Form.

MOVED BY – John Clapton

SECONDED BY – Paul Cannon

BACKGROUND

The effect of this amendment will be that someone applying to become a member of Dayspring does not need to already know someone who is a member and have them nominate them for membership. We believe this better reflects our Core Value of being an Inclusive community that welcomes all who come. It does not remove the right of the Guiding Committee to refuse an application for Membership on any grounds.

Ordinary Resolution

By Laws

The Guiding Committee has agreed to put the following Ordinary Resolution to establish By Laws for Dayspring for consideration by the Members. To pass, this Resolution needs the support of 50% of the members present and voting.

The Proposed Special Resolution:

Moved that we adopt the proposed By Laws as provided in this report.

MOVED BY – Beth Robertson

SECONDED BY – Jenelle Pike

BACKGROUND

The establishment of By Laws for Dayspring will slightly change the structures of governance for Dayspring. Up to now the Guiding Committee has created an *ad hoc* collection of Policies and Procedures to govern the day-to-day operation of Dayspring. As the collection of the Policies and Procedures grew it became more and more cumbersome as a guide for us, but they had the convenience that they could be changed by simple resolution of the Guiding Committee.

These By Laws represent an attempt to create a much more succinct statement of these matters and we hope will make it easier for those who undertake the day-to-day work of running Dayspring manageable. These By Laws, however, can only be amended, added to or rescinded by a resolution of a General Meeting of the Association. The Guiding Committee is of the opinion that this is as it should be.

BY LAWS

PREAMBLE

These By laws sit under the Rules of Association and supplement, but do not contradict, the Rules of Association. They can be amended or added to or repealed at any time by an Ordinary Resolution at a General Meeting of the Association.”

They deal specifically with the operational aspects of Governance and Administration for the Guiding Committee and should be read in consultation with the Rules of Association and Caring for our People.

GOVERNANCE AND THE GUIDING COMMITTEE

1. Association Membership Fees

1.1 The Annual Membership Fee shall be \$60.

1.2 The Committee may make a resolution to change the amount of the Annual Membership Fee.

1.3 The Membership Fee may be paid in full when it comes due or paid by monthly instalments via a recurring bank transfer.

1.4 The Annual Membership Fee shall become due at the start of each Calendar Year.

1.5 The Committee shall announce to all Members the latest date by which Membership Fees should be paid in order for Members to be regarded as Financial Members at the AGM and thus be eligible to vote.

1.6 The Committee may authorize the provision of Complementary Membership to those who provide Professional Services to Dayspring, including participants in Coursework programs.

2. Guiding Committee Powers

2.1 The Committee may, from time to time, create additional Office Holders to be appointed from among the Ordinary Members of the Committee.

2.2 Since the Committee has the power to determine the maximum number of Members on the Committee it may fill any vacant positions as provided in 20(2) of the rules of association

2.3 The Committee has the prerogative to invite others to participate ex-officio for specific purposes

3. Recruitment of Guiding Committee Members

3.1 In the context of elections at an AGM the Members have the prerogative of nominating any other Member for election to the Committee.

4. Induction of Newly Elected or Appointed Members of the Guiding Committee

4.1 The Secretary of the Committee shall provide a Manual (either physically or electronically) comprising the following resources: -

a. Dayspring Rules of Association

b. Most Recent Annual Report

-
- c. Dayspring By-Laws
 - d. Current Strategic Plan & associated Action Plan
 - e. “Caring for our People”
 - f. Current Year-to-date Financial Statement & Budget
 - g. Current Summary of Insurances
 - h. Contact Information for other Committee Members and any Dayspring Staff
 - i. Meeting Schedule and other upcoming Events
- 4.2 The Secretary will ensure new members of the Committee may gain access to documentation concerning the work of Dayspring.
- 4.3 The Chairperson shall meet with new Members of the Committee to draw their attention to the roles they have been elected to, discuss any concerns they may have and ensure they have been introduced to any Dayspring Staff who are not members of the Committee.
5. Attendance at Guiding Committee Meetings
- 5.1 A schedule of regular meeting dates shall be determined by the Committee and made available to the membership.
 - 5.2 The Secretary shall give all Committee Members a minimum of 48 hours’ notice of a meeting and that notice should include all papers necessary for the conduct of the business of the meeting.
 - 5.3 Members of the Association may attend Committee Meetings if prior notice is received by the Chair or if invited to attend by the Committee. However, ~~but~~ they do not have a right to vote nor speak unless invited to do so by the Chair.
 - 5.4 Apologies: Members of the Committee are required to notify the Chair of their inability to attend a scheduled meeting. Absence from three consecutive meetings makes the Member liable to removal from the Committee.
6. Confidentiality of Guiding Committee Meetings
- 6.1 Members of the Committee must keep confidential any information pertaining to the matters dealt within Committee Meetings.
 - 6.2 This obligation applies even after a person is no longer a Member of the Committee.
 - 6.3 This obligation applies to any non-members of the Committee who may attend a Committee Meeting for whatever reason.
 - 6.4 Members of the Committee have a legal obligation not to use any information they have gained through a Committee Meeting to gain an advantage for themselves, or to cause detriment to Dayspring.
 - 6.5 When Members leave the Committee, they must return or destroy all papers they possess that relate to their service on the Committee and make a declaration that they have removed access to or deleted all files.
 - 6.6 Office holders should return materials and equipment pertaining to their office when they no longer serve on the Committee.
7. Conflicts of Interest
- 7.1 The Secretary shall maintain a *Register of Conflicts of Interest* where Members of the Committee have standing financial interests or relationships with entities that are in relationship with Dayspring and thus an actual or perceived Conflict of Interest.

-
- 7.2 Members of the Committee may find items on the Agenda of any meeting to be dealing with matters in which they have a short-term interest, actual or perceived.
 - 7.3 All Meetings shall begin with an opportunity for Members of the Committee to declare any Conflicts of Interest related to items on the Agenda for the Meeting.
 - 7.4 Members of the Committee with such Conflicts of Interest shall abstain from voting on any Agenda Items that pertain to those issues. The Chairperson has the prerogative to invite comment from any person who abstains due to conflict-of-interest concerns.
8. The Executive Committee of the Guiding Committee
 - 8.1 Having the power to create sub-committees and delegate powers, the Committee may, from time to time, establish an Executive Committee, comprising the Office Holders of the Committee.
 - 8.2 The Executive Committee may meet between Committee Meetings on a regular or *ad hoc* basis.
 - 8.3 The Executive Committee shall have all the responsibilities of the Committee when meeting between Committee Meetings.
 - 8.4 The Chairperson shall provide a report to Committee Meetings for ratification of any substantive decisions taken by the Executive Committee between Committee Meetings
9. Sub-Committees
 - 9.1 The Committee may, from time to time, establish a Sub-Committee of the Committee.
 - 9.2 The Committee shall determine the membership, terms of reference and the limits on the powers of the sub-committee.
 - 9.3 The Sub-committee Chair shall prepare a written report or present minutes of the Sub-Committee's activity for all Committee Meetings.
10. Chapter Groups
 - 10.1 Dayspring Members may apply to the Committee to establish a Chapter Group by providing the Committee with a statement of the desire behind the proposal and how it will work towards achieving the Objects of Dayspring, a list of Members and friends who might be members of the proposed chapter and any further information that might be relevant.
 - 10.2 If approved, a *Local Chapter Committee* shall oversee that activities of the Chapter.
 - 10.3 A member of the Committee must be a member of a *Local Chapter Committee* and they shall report on the activities of the Chapter to each Committee Meeting.
 - 10.4 The *Local Chapter Committee* in consultation with the Committee shall have the power to direct the activities of the Chapter Group.
 - 10.5 Income and Expenditure relating to the activities of a Chapter Group should be made through the Dayspring General Account.

FINANCES

11. Budget Planning

- 11.1 The Treasurer shall lead the preparation of the Annual Budget, in consultation with the Dean of Studies and Chapter Groups, for the coming financial year.
- 11.2 The draft Budget shall be presented to the final Committee Meeting of the year for consideration and suggested amendments.
- 11.3 The Budget shall be formally affirmed by the first Committee Meeting of the Year and shall be presented to the Members for Approval at the AGM.

12. Financial Reporting

- 12.1 The Treasurer shall prepare monthly Profit & Loss Reports and Year to Date Reports and circulate these to Members of the Committee.
- 12.2 The Treasurer shall present a written Report to each meeting of the Committee. This Report should alert Members of the Committee to any concerns there may be as well as giving an assessment of the degree to which income and expenditure are following Cash-flow predictions.
- 12.3 The Treasurer shall prepare an Annual Statement of Income & Expenditure and a Balance Sheet for presentation to the Members at the AGM.
- 12.4 The Treasurer will submit the financial Records of the Association to the Independent Reviewer, chosen by the previous AGM, for their review and Report to the next AGM.

13. Financial Systems

- 13.1 The Treasurer shall ensure appropriate systems of recording and Authorisation are in place to verify Income and Expenditure.
- 13.2 The Committee shall determine who shall be co-signatories on the Association's bank accounts.
- 13.3 All payments, electronic or cheque, shall be authorised by any two signatories.
- 13.4 Where a payment is being made to one of the authorised signatories, for whatever reason, the payment should be set up by other signatories.
- 13.5 The Treasurer may set up a Petty Cash facility not exceeding \$300 to enable the purchase of small expenditure items by the Secretary and any other person authorised by the Committee.

ADMINISTRATION

14. Professional Services – Coursework

- 14.1 The Dean of Studies will maintain communication with the Committee in all matters pertaining to 14.2-14.5.
- 14.2 The Dean of Studies is empowered to identify and engage, with due diligence, suitably qualified persons to be presenters and or supervisors for the Coursework programs.
- 14.3 The Dean of Studies shall determine the rate of any Honorarium offered to these presenters in recognition of the professional services they are providing to Dayspring.
- 14.4 Coursework Presenters shall also be offered Complimentary Membership of Dayspring in recognition of the professional services they are providing.

14.5 The Committee shall ensure that it provides suitable Professional Indemnity Insurance for the services provided during Coursework activities.

15. Professional Services – Spiritual Direction and Professional Supervision

15.1 The Professional Services Coordinator shall oversee the Authorisation of suitably qualified Members to provide Spiritual Direction and or Professional Supervision on behalf of Dayspring.

15.2 Persons offering Spiritual Direction and or Professional Supervision on behalf of Dayspring must:-

- a. be a Member of Dayspring
- b. have a recognized qualification for the services they are providing
- c. provide evidence of their good character in the form of two referee commendations and a Federal Police Clearance statement not more than three months old
- d. hold current membership of a relevant Professional Association such as the Australian Network for Spiritual Directors (ANSD), Spiritual Directors International (SDI), Conference of Spiritual Directors for Australia (CSD), Companions in the Ministry of the Ignatian Spiritual Exercises.
- e. agree to be bound by the Australian Ecumenical Council for Spiritual Direction's Code of Ethics - <http://spiritualdirection.org.au/resources/code-of-ethics/>

15.3 The Committee shall ensure that it provides suitable Professional Indemnity Insurance for the services provided by Spiritual Directors and Professional Supervisors.

16. Staff Professional Development

16.1 Through either the Coursework programs of other professional services provided by Dayspring, the Committee will consider requests from staff for financial assistance to participate in conferences, courses or the purchase of essential books as a matter of professional development.

16.2 The Committee is not bound to provide such assistance but may do so if the financial resources permit.

17. Privacy of Personal Data

17.1 Dayspring collects and administers a range of personal information for the purposes of communication with its Members and others in the community as well as maintaining its various Registers of Members and Committee Members. Dayspring is committed to protecting the privacy of personal information it collects, holds and administers.

17.2 Dayspring recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand and made accessible to them on the other. These privacy values are reflected in and supported by our core values. While Dayspring is exempted from the statutory obligations of the *Privacy Act 1988 (Cth)*, our Privacy Policy is compliant with the Privacy Act 1988 (Cth).

17.3 Dayspring has adopted the following principles as the minimum standards in relation to handling personal information and these principles reflect and are compliant with the Australian Policy Principles:

Dayspring will

- a. Collect only information which Dayspring requires for its primary functions
- b. Ensure that stakeholders are aware personal, sensitive information is being collected and are informed as to why and how Dayspring administers that information.
- c. Dayspring will not disclose this information for another purpose or to third-party organisations.
- d. Store personal information securely, protecting it from unauthorized access; and
- e. Provide stakeholders with access to their own information, and the right to seek its correction.

18. Relationships with Other Organisations

- 18.1 The Committee may enter arrangements with other organisations or individuals pursuant to the achievement of the Objects of the Association.
- 18.2 These arrangements are intended to regulate and delineate the terms of the relationship.
- 18.3 The usual form of documenting these relationships shall be a Memorandum of Understanding (MOU) but may be in any other mutually agreed form.
- 18.4 Current MOU agreements exist between Dayspring and
 - a. St. Peter and Emmaus – signed 10/1/2021
 - b. Nathanael's Rest – signed 2009
 - c. Australian Network of Spiritual Directors – signed 27/4/2017
- 18.5 The Executive Committee shall authorize the Editor of Dayspring's regular e-mail Newsletter to promote events run by organisations that are consistent with the Dayspring ethos. Such promotion must make it clear that these are not Dayspring Events.

19. Planning of Community Gatherings

- 19.1 The Committee is responsible for ensuring that all gatherings conducted on behalf of Dayspring serve to advance the Objects of Dayspring.
- 19.2 Towards the end of each year, Members should be invited to make suggestions about the kind of gatherings they would like to see conducted by Dayspring. Members should also be invited to volunteer any skills they have to facilitate gatherings.
- 19.3 The Committee will be responsible for the proposed schedule of gatherings for the year.

Appointment of an Anam Cara to the Guiding Committee

At a recent gathering of the Dayspring Community it was discerned that Dr Brian Holliday be recognized for the role he has played informally for some time in assisting the Dayspring Community generally and the Guiding Committee specifically in matters of spiritual discernment.



Brian has also played a key role in Dayspring Community liturgy development, resource growth, library curation, and community nurture.

As the community segues from a fixed location to a more fluid environment reminiscent of pilgrimage, it foresees adding another dimension to Brian's role that not only includes oversight of the former but transcends them. The role is something akin to a "travelling companion", a roving "anam chara", a captaining Saint Brendan who guides the Dayspring coracle - the guiding committee is his crew, responsible for administration, program content, course development scheduling, recruiting and public relations.

Brian's role is to be available for consultation, inspiration and holding the Guiding Committee to its purpose.

The Guiding Committee in return will support Brian both in his prior roles as required and in maintaining the expectancy and hope to which Dayspring's new directions beckon.

In particular, we would see an **Anam chara** to the Guiding Committee as someone who

1. Provides spiritual focus for the Guiding Committee as it orientates itself to its programming, administrative and financial tasks, attending meetings by invitation particularly when matters requiring reflection and discernment are to the fore.
2. Is available for casual consultation with Guiding Committee members, particularly when in the Library on Tuesdays and at other times by arrangement.
3. Provides a presence and a reflection at the Annual Business Meeting.
4. Initiates other functions according to developments as mutually discerned.

